Running a Sales Tax Report
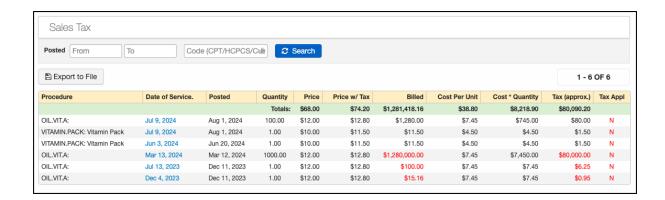
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1. Hover over the **Billing** tab and choose **Sales Tax**.

2. You can generate a report by using the Date range and/or by entering the CPT/HCPCS/Custom codes needed.

Procedure	Date of Service.	Posted	Quantity	Price	Price w/ Tax	Billed	Cost Per Unit	Cost * Quantity	Tax (approx.)	Tax Appl
			Totals:	$68.00	$74.20	$1,281,418.16	$38.80	$8,218.90	$80,090.20	
OIL.VIT.A:	Jul 9, 2024	Aug 1, 2024	100.00	$12.00	$12.80	$1,280.00	$7.45	$745.00	$80.00	N
VITAMIN.PACK: Vitamin Pack	Jul 9, 2024	Aug 1, 2024	1.00	$10.00	$11.50	$11.50	$4.50	$4.50	$1.50	N
VITAMIN.PACK: Vitamin Pack	Jun 3, 2024	Jun 20, 2024	1.00	$10.00	$11.50	$11.50	$4.50	$4.50	$1.50	N
OIL.VIT.A:	Mar 13, 2024	Mar 12, 2024	1000.00	$12.00	$12.80	$1,280,000.00	$7.45	$7,450.00	$80,000.00	N
OIL.VIT.A:	Jul 13, 2023	Dec 11, 2023	1.00	$12.00	$12.80	$100.00	$7.45	$7.45	$6.25	N
OIL.VIT.A:	Dec 4, 2023	Dec 11, 2023	1.00	$12.00	$12.80	$15.16	$7.45	$7.45	$0.95	N

3. Select **Export to file** to export the to the Message center.